DOCUMENT RESUME

ED 358 291 CE 063 817

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TITLE	Job-Linked Literacy: Innovative Strategies at Work. Part I. Vestibule Training: Basic Skills for New Hires. A Work in America Policy Study.
INSTITUTION	Work in America Inst., Scarsdale, N.Y.
PUB DATE	91
NOTE	97p.; For parts II-III, see CE 063 818-819.
AVAILABLE FROM	Work in America Institute, Inc., 700 White Plains Road, Scarsdale, NY 10585 ($95; three-volume set: $235; 10 or more: 20% discount).
PUB TYPE	Reports - Research/Technical (143)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Adult Basic Education; Adult Literacy; *Basic Skills; Case Studies; Demonstration Programs; Employer Employee Relationship; *Entry Workers; Functional Literacy; Human Resources; *Job Training; Labor Education; Labor Force Development; *Literacy Education; Needs Assessment; On the Job Training; Program Effectiveness; Staff Development; Success
IDENTIFIERS	*Workplace Literacy

ABSTRACT

This volume, Interim Report No. 1 in a 3-year study, recommends that employers who want to enlarge the pool of applicants for entry-level career-oriented jobs give serious attention to "vestibule training." The volume is divided into two parts: report and case studies. The report suggests that vestibule training programs can provide job candidates who are marginally deficient in the basic skills with enough reading, writing, and math instruction to bring them up to the entry level. To maximize the cost effectiveness of vestibule training, the report recommends that companies teach basic skills and job skills in a "functional context" with training materials and equipment drawn directly from the job; basic skills and job skills should be taught in logical steps, with direct application to job needs, at the workplace. The concepts and practices involved are illustrated with examples drawn from the case studies and recommendations for employers are based on these studies. The second part of the volume contains the case studies of five innovative programs that have successfully trained marginally skilled young adults to perform career-oriented, entry-level jobs: the Federal Reserve Bank of Boston's Skills Development Center, the American Institute of Banking's Job Power program, the U.S. Army's Functional Literacy Program, Aetna Life & Casualty's "Hire and Train" Program, and the Center for Employment Training's network of community-based, preemployment job training centers. Information about Work in American Institute, Inc., is appended. (YLB)

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